

7 MARCH 1995

Operations

LOCAL PLANS PREPARATION



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>

OPR: 305 AMW/XPO (Capt Ulrich)
Supersedes Wing Reg 28-1, 9 Sep 92

Certified by: 305 AMW/XPO (Lt Col Hart)
Pages: 2
Distribution: F

This instruction establishes responsibilities for plans preparation, quality control, and security review. It outlines policies for processing plans not prepared by Wing Plans. It applies to all 305 AMW agencies.

SUMMARY OF REVISIONS

Changes have been made to bring this instruction into compliance with the new publication series and new Wing designation.

1. RESPONSIBILITIES:

- 1.1. The Chief of Wing Plans (XPO) will review all locally prepared plans for general content and ensure organization and format are standardized throughout the wing.
- 1.2. Security Police (305 SPS/SPAI) will review all locally prepared classified plans for proper classification, portion markings, and downgrade instructions.

2. PROCEDURES

- 2.1. OPRs will prepare local plans (e.g., Nuclear Surety Plan, Spill Prevention and Control Plan) in accordance with governing directives.
 - 2.1.1. Draft plan and/or revisions will be submitted to XPO for review, accompanied by an AF Form 1768, Staff Summary Sheet.
- 2.2. XPO will review plan within three working days and provide coordination/comments on:
 - 2.2.1. Format
 - 2.2.2. Organization
 - 2.2.3. Distribution

2.2.4. Other areas required

2.3. Security Police will review and coordinate on all classified plans to ensure classification, down-grade instructions, and page/portion markings are in accordance with current guidelines.

2.4. Wing will not accept a local plan for final approval unless accompanied by an AF Form 1768, Staff Summary Sheet, showing XPO and SPAI (as required) coordination.

PETER W. LINDQUIST, Colonel, USAF
Commander, 305th Support Group